

POSITION TRANSFER/UNIT NAME CHANGE FORM

MONTGOMERY COLLEGE

Current Pos.# _____ New Pos# _____ FTE _____ Effective Date _____ FY _____

Current Title _____ New Title _____

Incumbent _____ Location _____ Date _____

Reason for transfer/change:

FROM

TO

Unit Name _____

Location _____

Supervisor _____

Fund	Org	Acct	Program	Fund	Org	Acct	Program
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Transfer of Funds¹: Yes _____ No _____

APPROVALS (signatures needed as appropriate)

Initiating Administrator _____ Date _____

Senior VP for Academic Affairs, Senior VP for Administrative & Fiscal Services, Senior VP for Advancement & Community Engagement, and Senior VP for Student Services² _____ Date _____

Budget Coordinator _____ Date _____

Associate Senior VP for Human Resources & Strategic Talent Management _____ Date _____

After all parties have signed this document:

- Associate Sr VP for HRSTM forwards the original to the Budget Office after approval.
- Associate Sr VP for HRSTM retains one copy and sends copies to the Classification and Employment units. If position is filled, Employment attaches one copy with the incumbent's Personnel Action Form (PAF); both are forwarded to HRSTM Records for processing. Records does not need to be notified if vacant.
- Associate Sr VP for HRSTM sends copy to Business Services Office and Management and Budget Office.

If you have any questions, please contact the Budget Office at ext. 7-7292 and HRSTM at 7-7206.

HR USE ONLY:	<input type="checkbox"/> Campus/Location Change	<input type="checkbox"/> Org/Dept Change	<input type="checkbox"/> Job FOAP Change
¹ If "Yes," the Budget Coordinator/SVPAFS must approve any transfer of funds involving different programs. ² If a position is transferred between SVP areas, both SVP signatures are required.			